



Advisor Agreement Form

Center for Student Involvement
Spring Hill College
Student Center Room 231
251.380.3027 (phone)
251.460.2112 (fax)
csi@shc.edu

All registered student organizations are required to have an advisor who is a full-time faculty or administrative staff member at Spring Hill College. Advisors must submit an Advisor Agreement form each Academic Year

The Role of a Student Organization Advisor

All registered student organizations are required to have an advisor who is a full-time faculty or administrative staff member at Spring Hill College. The purpose of an advisor is to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification.

The following is a list of duties that the advisor should fulfill:

- Clarify his/her role as advisor to the group members as he/she sees it;
- Read, understand, and act in accordance with college policies that govern registered student organizations.
- Attend executive board and general meetings.
- Encourage and assist the group in setting organization goals; provide challenge and support as they strive for their goals.
- Advise and consult organization officers on budgets and other financial affairs.
- Assist the officers in understanding their duties and organizing programs.
- Encourage the officers to maintain accurate records.
- Stay up-to-date with developments within the organization.
- Assist in building a positive organizational environment by promoting active involvement, diversity, leadership and teamwork.
- Assist with the transition of officers and year to year changes.

Advisor Information

Organization Advisor: _____ Campus Phone: _____

College Department: _____

Campus Address: _____ Campus Email: _____

(Ex. 231 Student Center)

Form Submission

Submission Instructions: This form should be submitted by email to the Center for Student Involvement at csi@shc.edu. To submit, please save the completed and signed form and send as an email attachment to the above address. Paper forms or forms that are incomplete will not be accepted.

Certification: By signing this agreement, the SHC faculty/staff member certifies that s/he will fulfill the duties of a registered student organization advisor to the best of his/her ability and that s/he has read, understands and agrees to advise the organization to act in accordance with all applicable College policies and procedures

Signature: This form must be signed and submitted by the advisor of the student organization as listed above.

Advisor's Signature: _____